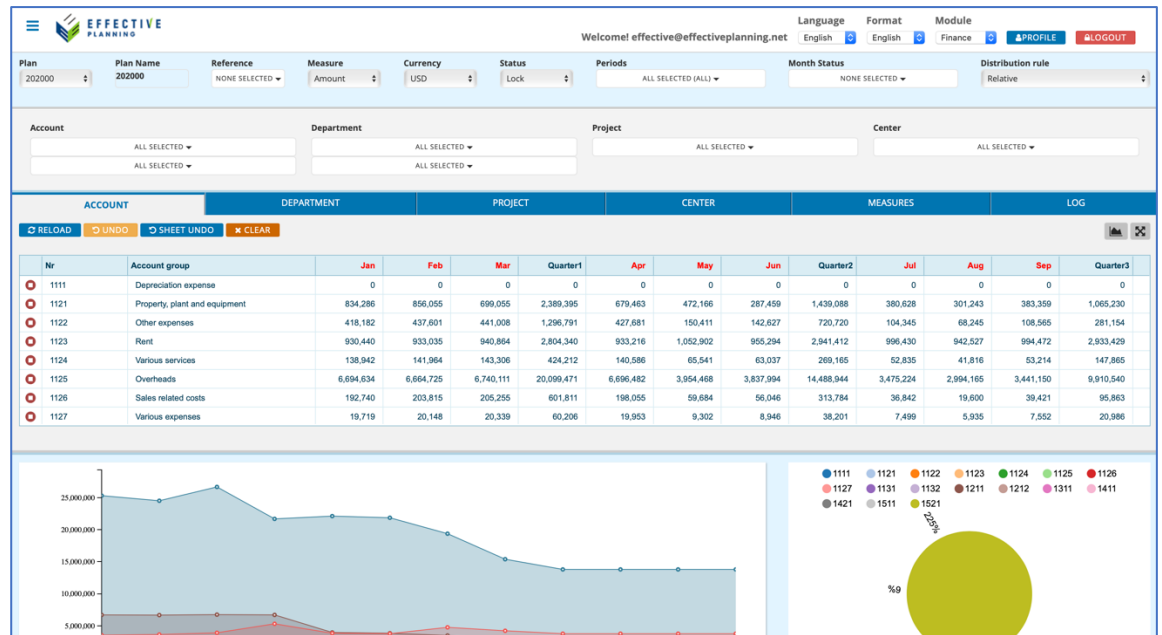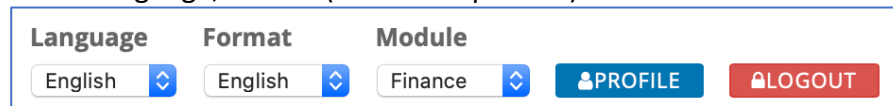# Working with your plan

1. **General settings and functions**
   a. When you open up the plan section you should get a screen that looks like this:

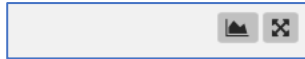   b. Select language, format (decimal separator) and module here.

   c. General fields and functions:
      i. Plan: The ID of the plan you are working with. Select from drop-down.
      ii. Plan Name: The name you have given your plan.
      iii. Reference: Select reference data for comparison with the plan values.
      iv. Measure: If your module has more than one measure, you select the measure to work with from this list.
      v. Currency: Select your currency here.
      vi. Status: Use to open/lock the selected dataset. When the status is Open you can edit data. When it is locked you can not edit data.
      vii. Periods: Define if you want to see months, quarters, year, or any combination of those.
      viii. Month status: Use this to open/lock months for changes at the session level.
      ix. Distribution rule: When updating data, select the calculation rule used. The default rules are two:
         1. Relative: Updates data using the relative difference between the value you enter and the previous value.
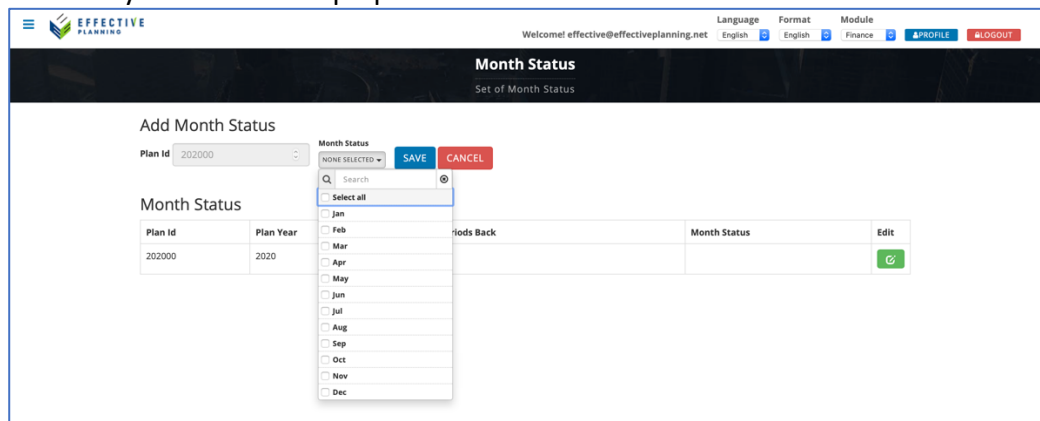   2. Equal: Updates by dividing up equally the value you enter.

d. Dimension filters: This section is used to filter your dataset using the dimensions defined in the module. You can also filter by double-clicking lines in the data grid below.

e. Use the buttons to the right just above the grid to toggle between the combined table and chart view, table view only or full grid view:

f. The data section:

   i. You use the blue boxes above the data grid to browse between dimensions, to view and work with all measures available in the model and to view the change log.

   ii. The colored buttons right above the data grid are used for various functions:

      1. Reload: Reloads and recalculates the current data sheet without changing any filters.

      2. Undo: Undo the last change done in the active datasheet.

      3. Sheet undo: Undo all changes done in the active datasheet.

      4. Note that undo works only for the active datasheet and only in the current session. A session starts when you select a datasheet and filters and it ends when you switch to a different datasheet or change the filters.

      5. Clear: Clear all filters.

      6. Insert row: Used to insert a new row or rows into the model.

   iii. The data grid shows you the data you have filtered on, the first two columns are the ID and name of the dimensional item. For example account number and account name, if you are in the Accounts tab. Then you have the data with months in columns, and quarterly and annual summary.
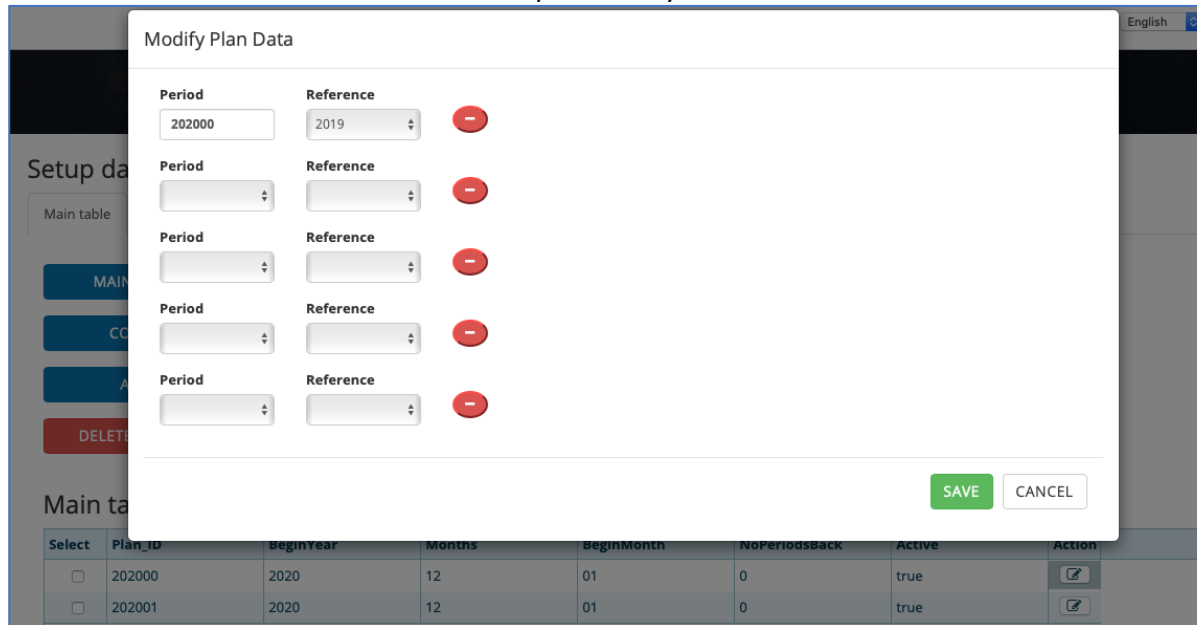
2. Month status

a. When a plan is created all months are locked for changes by default. To open, go to the Month Status section from the main menu, and open up all months or those you want to keep open.
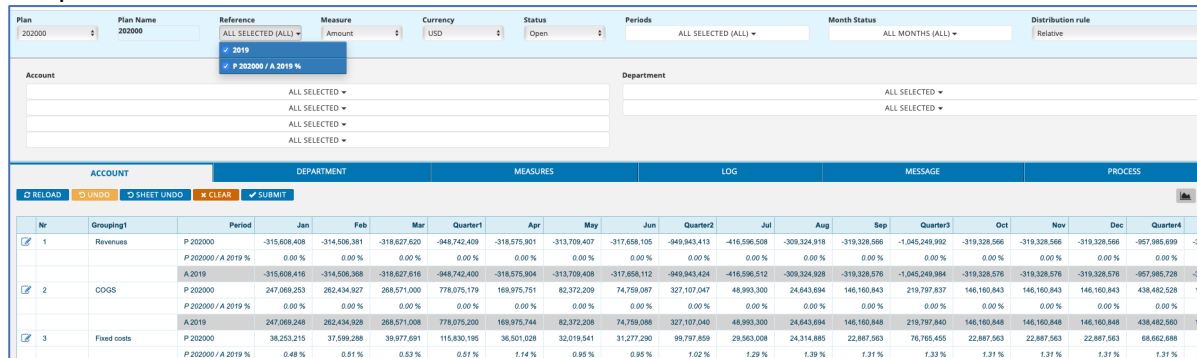
3. **Reference data**
   a. To see reference data for your plan, go to the Plan Setup section, click on the Edit button and select what historical or plan data you want as reference.

   b. Then go back to your Plan section and select the reference you want in the grid. Here we have selected 2019 and the % difference between 2019 and the plan.

4. **Updating your budget data:**
   a. Generally a budget is created based on existing historical data. Usually it is last year's data that is used. So, in the beginning, the budget will look like a replica of last year. The budgeting work then consists in doing changes to this data.
   b. Working with your data:
      i. First make sure the months you plan to work on are open. Also make sure the dataset you have filtered on is open (see above).
      ii. Browse between tabs to work with your data from different angles.
      iii. Double-click to drill down into the dimensional hierarchies, and double-click on the summary line at the bottom to drill up again.
      iv. Enter data by typing into cells, right-clicking to enter percentage change or copying in data between cells or from spreadsheets. When

copying data make sure your data has the same decimal and thousands separator as the data in your grid.

v. Use the function buttons to:

| ⟳ RELOAD | ↺ UNDO | ↺ SHEET UNDO | ✕ CLEAR |

1. Reload the datasheet
2. Undo the last entry you made
3. Undo all entries made in the current tab
4. Clear all filters

vi. The data you enter is saved when ...

1. ... you hit the Reload button
2. ... you drill down, up, or select a different tab

vii. You can manage the way data updates function by selecting Relative, Equal, or a custom update rule from the Distribution rule drop-down. Relative means the difference between the value you enter and the previous value is used to update all values in the selected dataset. For example, if you are in the Accounts tab and have filtered on fixed costs at the top level in the hierarchy, all the accounts belonging to fixed costs will be updated relatively. If you enter a value in the summary colum, all the months will be updated relatively. Equal update means the value you enter is split equally, so a value you enter in the summary column will be equally spread over the year.

viii. You can create your own distribution rules in the Month rule section. For example, if you want to create a rule that spreads a summary based on seasonality, you type in the name of your new rule, then type in the percentage value you want for each month. Just make sure the summary adds up to 100. Then you save your rule and it will appear in the Distribution rule drop-down.

Distribution Rules

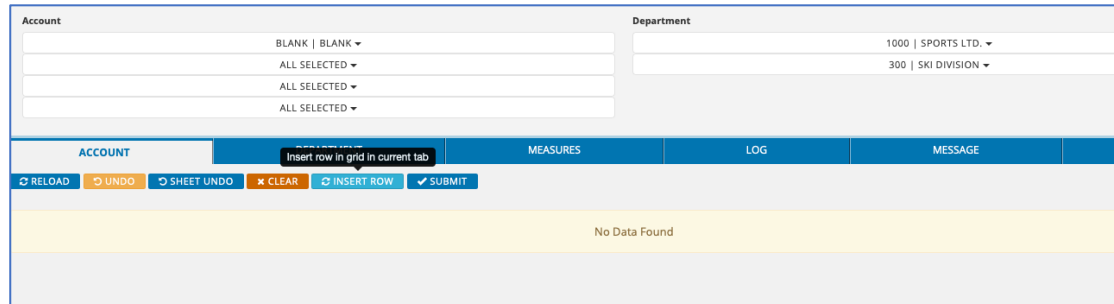| No	Rule Name	January	February	March	April	May	June	July	August	September	October	November	December	Su...
New	Seaso	5	5	8	8	12	12	12	12	8	8	5	5	1

SAVE

Equal
✓ Relative
Seasonal

ix. Note that the default calculation rule is Relative, as this is the most commonly used update function. To use a different rule, first select the rule from the drop-down list, then type in the value you want to apply it to, and then reload the datasheet. You will now see your value updated based on the rule you selected. You will also see that the Distribution rule drop-down again shows the default, Relative.

c. Comments and logging: All change history in the system is stored in a log file. You can use the Log tab to view your changes and comments. To comment

on data right-click on a cell after you have made your change, select Comment and type in your comment. To view your comments click on the Log tab. There you will see all changes you have made to the plan. If you have made a comment on a change, you will see it in the Comments column. You can click on the Filters button to see what filters were selected when the change was made.

5. Adding new lines to your dataset:
   a. When working with a plan based on historical data, the system creates lines for those combinations of dimensions that have transactions in the historical data imported. For example, if you have equipment maintenance transactions booked in your warehouse and manufacturing departments, but not in your sales department, you will get a line for equipment maintenance when you select either warehouse or manufacturing, but not if you filter on the sales department.
   b. If you now need to budget equipment maintenance for your sales department, you can add a new line into the dataset using the following steps:
      i. Select, in the drop-down boxes, the combination you want to add. What has been selected here is ‚blank' in the top level of the Account dimension and Ski division in the Department dimension. As you see this combination has no data.

      ii. Now press the Insert line button to get the Insert form:

Dim Group	Dimension	Type_Id	Type_Ref	Type_Name	Combo Type Id
Account	Grouping1	6	blank	blank	BLANK || BLANK ▾
Account	Grouping2	10	blank	blank	BLANK || BLANK ▾
Account	Grouping3	18	blank	blank	BLANK || BLANK ▾
Account	Account	92	blank	blank	BLANK || BLANK ▾
Department	Company	1	1000	Sports ltd.	1000 || SPORTS LTD. ▾
Department	Department	3	300	Ski division	300 || SKI DIVISION ▾

PREVIEW   SAVE

      iii. If you want you can preview the data you are about to add to the model. You can also press Save, and then you will be able to review the data before inserting it:

	Account	Department	Amount
	blank	Ski division	0
	blank	Ski division	0
	blank	Ski division	0
	blank	Ski division	0
	blank	Ski division	0
	blank	Ski division	0
	blank	Ski division	0
	blank	Ski division	0
	blank	Ski division	0
	blank	Ski division	0
	blank	Ski division	0
	blank	Ski division	0

iv. If you are happy with the data you press Insert, and the new data will be added to your model:

v. Note that when inserting data it is important to keep your selection as narrow as you can to avoid adding a lot of unneeded lines into the model.